

Step by Step Instruction: How to Conduct Direct Certification using File Upload: SSN

Professional Standards Learning Code 3120
Length: 1 hour



Revised March 2016

"How to Conduct Direct Certification using File Upload: SSN" is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

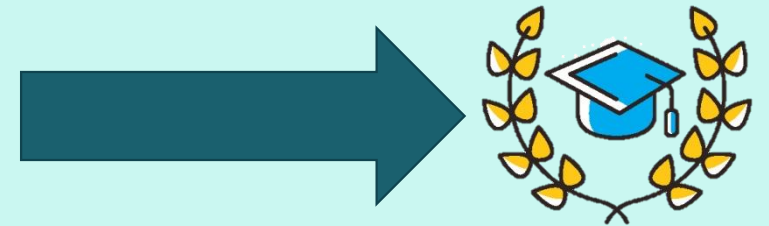
Objectives

This training will provide guidance on:

- How to create and upload a spreadsheet in CNP Direct Certification/Direct Verification using the File Upload Method, using Social Security Numbers for all students;
- How to understand the results
- Common errors that come up using this search method

Comprehension Check

- Throughout this guide there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.
- Be sure to review these quiz questions and the answers, available within the guide.
- This icon will indicate a comprehension quiz question, and the background of the slides will be a light blue/green like you see on this slide.



File Upload: SSN Format

The Step by Step Instruction will review:

Create the Excel Spreadsheet for SSN	Slides 6-21
Log into CNP Direct Certification	Slides 22-29
Uploading the Excel Spreadsheet for SSN	Slides 30-37
Results of DC Report	Slides 38-47
Upload Errors	Slides 48-50

*The following slides will only cover how-to instructions for File Upload using Social Security Numbers. **Please refer back to the ADE webpage for other upload methods.***

File Upload: SSN Format

File Upload: Social Security Number (SSN) Format

This method is recommended to search the eligibility of a large number of students.

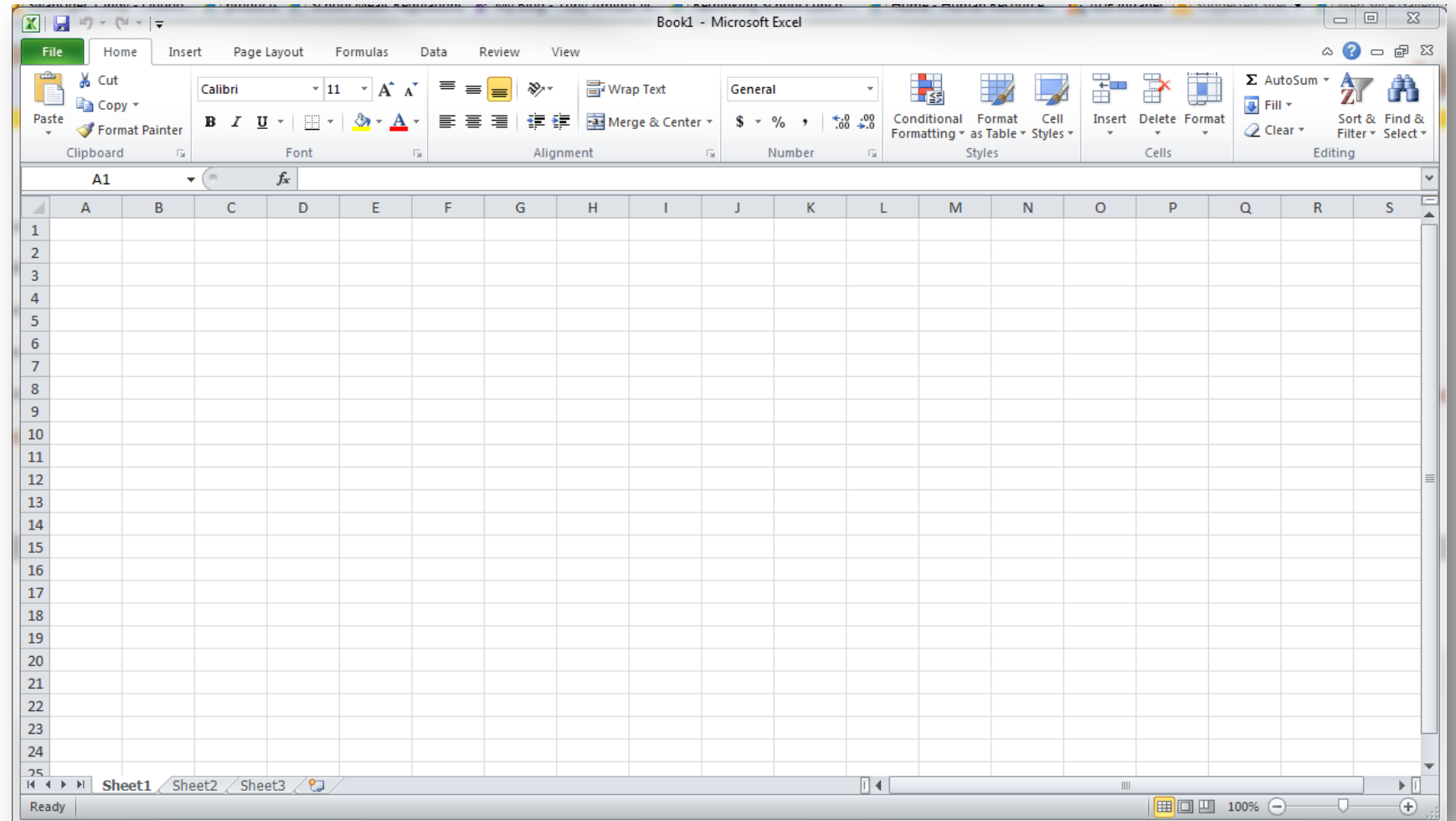
User must:

1. Create an excel spreadsheet and enter the SSN ID of the students
2. Save the excel spreadsheet as a .CSV file
3. User must upload the file into CNPDirectCertification system to run the report.

Creating the Excel Spreadsheet

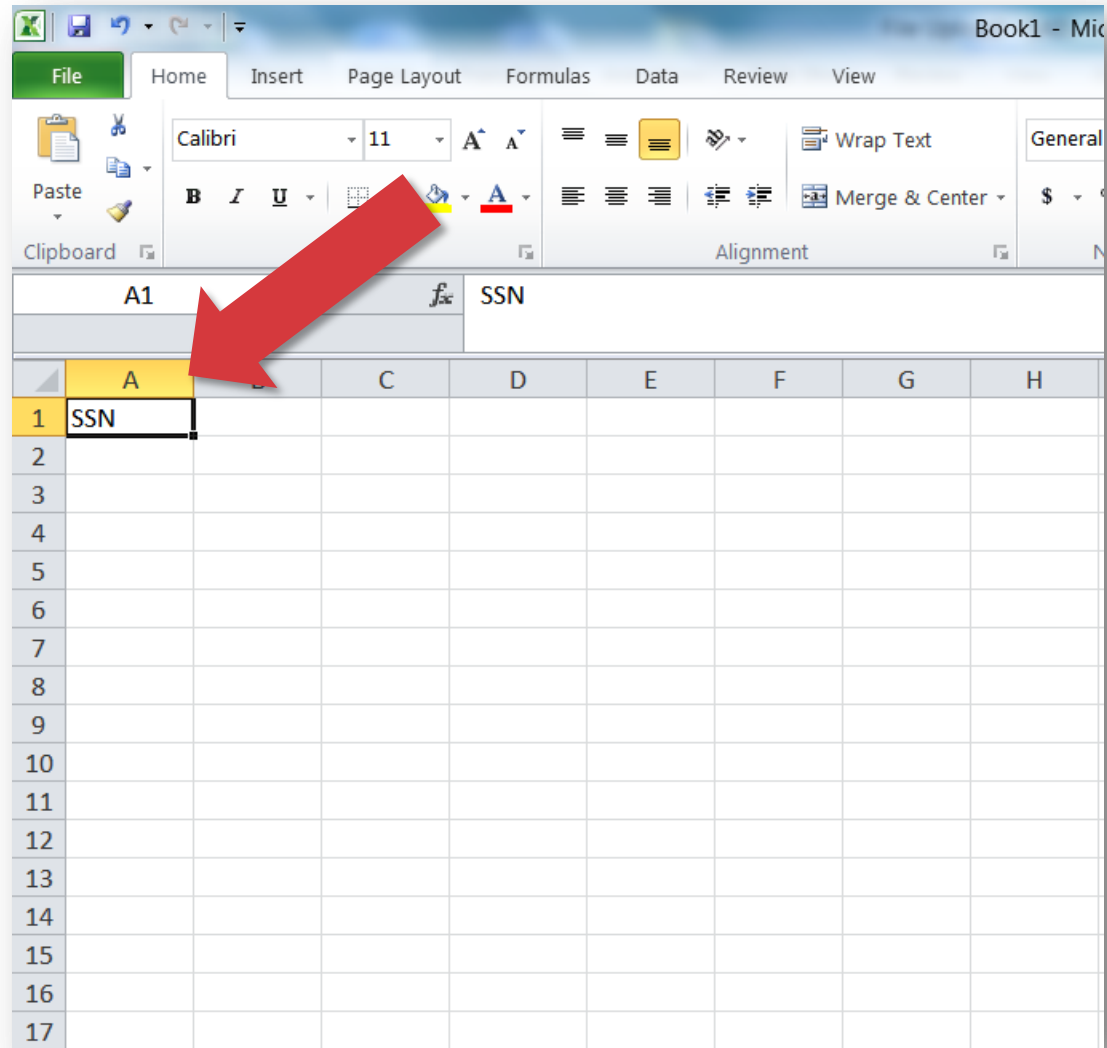
Creating a File Using SSN

1. Open the Excel application on your computer. Your screen should have a blank spreadsheet.



Creating a File Using SSN

2. Type the word "SSN" entered into cell A1.



Comprehension Check

What should you type in cell A1 when creating the file using Social Security Numbers?

- A. Social Security Numbers
- B. The social security number for the first student
- C. SSN
- D. File Upload SSN



Comprehension Check

What should you type in cell A1 when creating the file using Social Security Numbers?

- A. Social Security Numbers
- B. The social security number for the first student
- C. SSN**
- D. File Upload SSN

The system will only accept files that are formatted correctly. Be sure the first column, first row (cell A1) says SSN. Anything else in that first cell will create an error and will not produce search results.



Creating a File Using SSN

3. Starting on row 2, type the first SSN. Each row after must contain a single SSN. User may enter unlimited amount of SSN entrees.

*Note: SSN are 9 digits. Do not enter hyphens between the numbers.



	A	B	C	D	E
1	SSN				
2	827109285				
3	278889202				
4	818290937				
5	292868899				
6	184661893				
7					
8					
9					
10					
11					
12					
13					
14					

Comprehension Check

How should the social security numbers be formatted when they are entered in the spreadsheet?

- A. All 9 digits listed with hyphens creating groups of numbers (example 123-45-6789)
- B. All 9 digits with spaces between each number (example 123 45 6789)
- C. All 9 digits with forward slashes in between the groups (example 123/45/6789)
- D. All 9 digits with no spaces (example 123456789)



Comprehension Check

How should the social security numbers be formatted when they are entered in the spreadsheet?

- A. All 9 digits listed with hyphens creating groups of numbers (example 123-45-6789)
- B. All 9 digits with spaces between each number (example 123 45 6789)
- C. All 9 digits with forward slashes in between the groups (example 123/45/6789)
- D. All 9 digits with no spaces (example 123456789)**

The system cannot search the social security numbers in the database unless they are listed without any special characters or spaces. Refer back to slide 11 to see how to format the numbers in the spreadsheet.

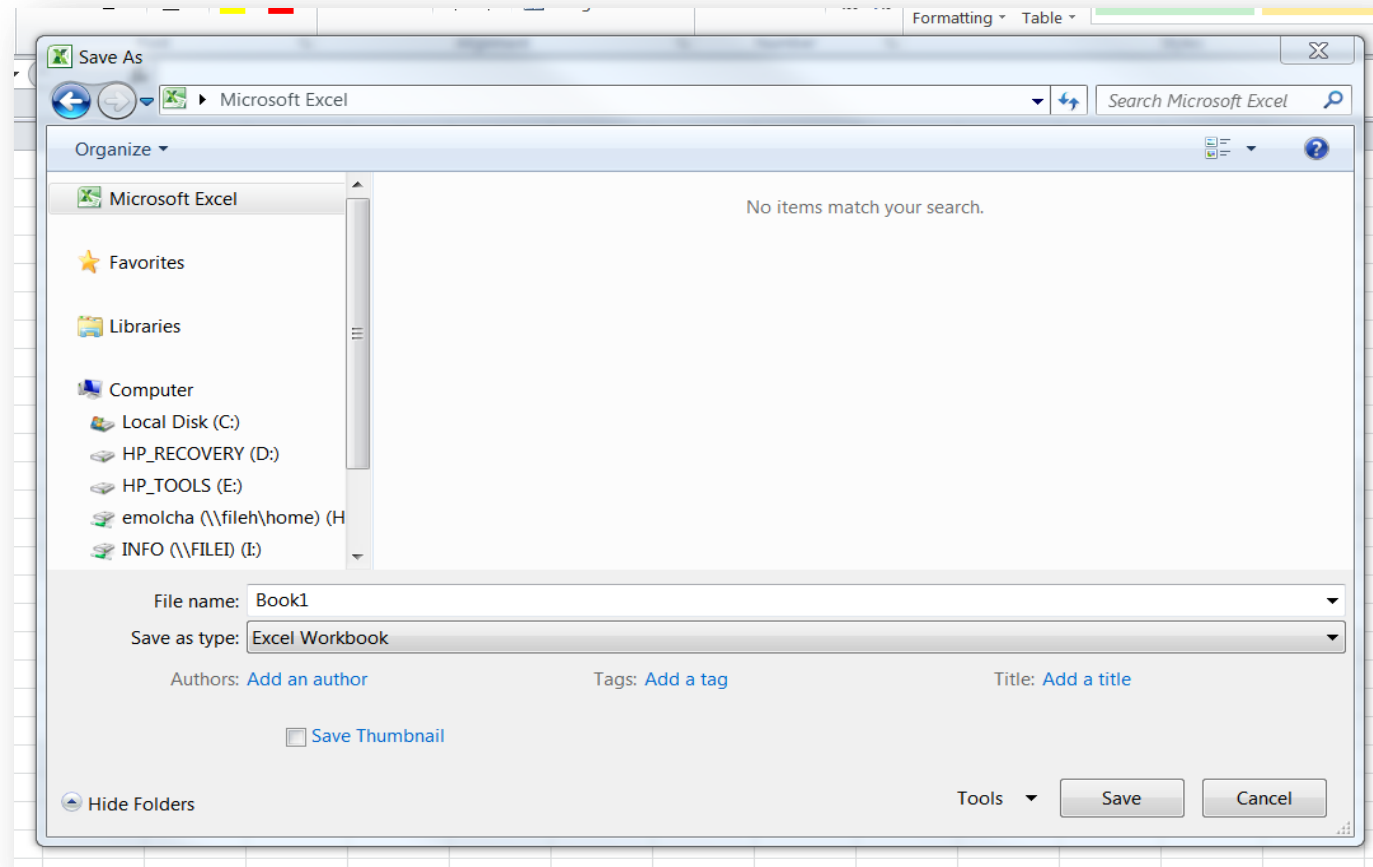


Creating a File Using SSN

4. When all SSNs have been entered, click “File” and choose the option “Save As”. A small window should appear.

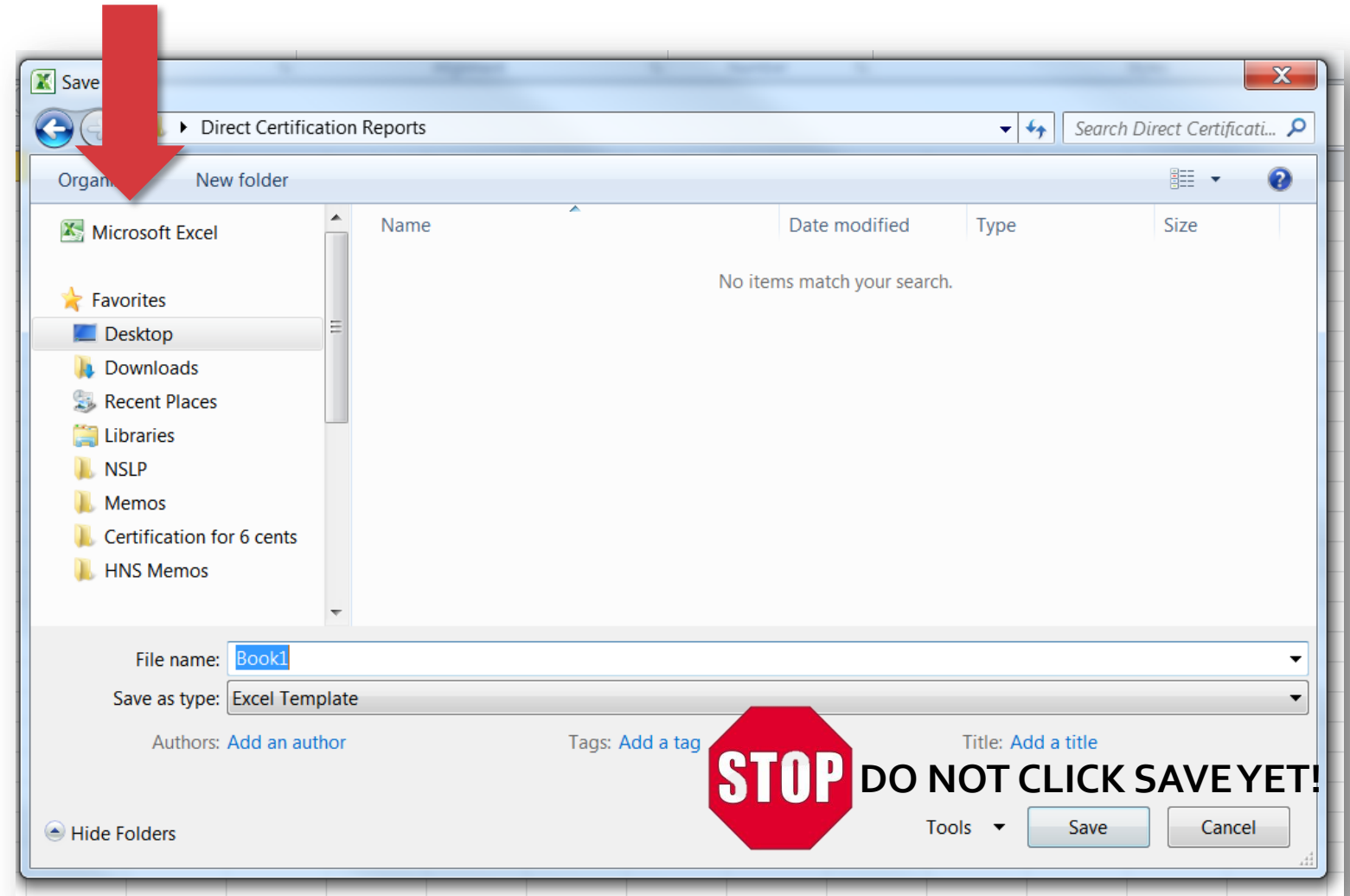


DO NOT CLICK SAVE YET!



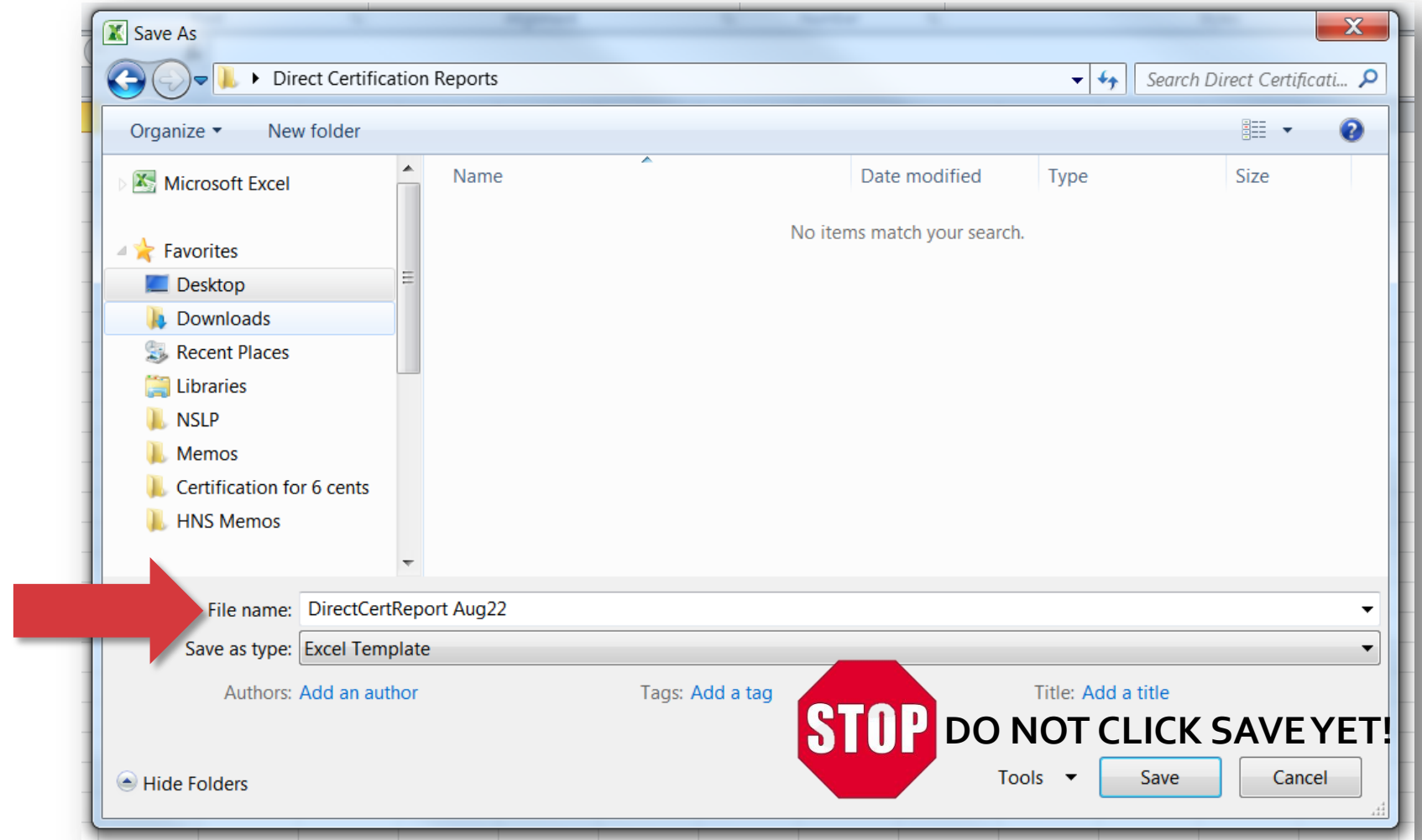
Creating a File Using SSN

5. Select the location where to save the file.



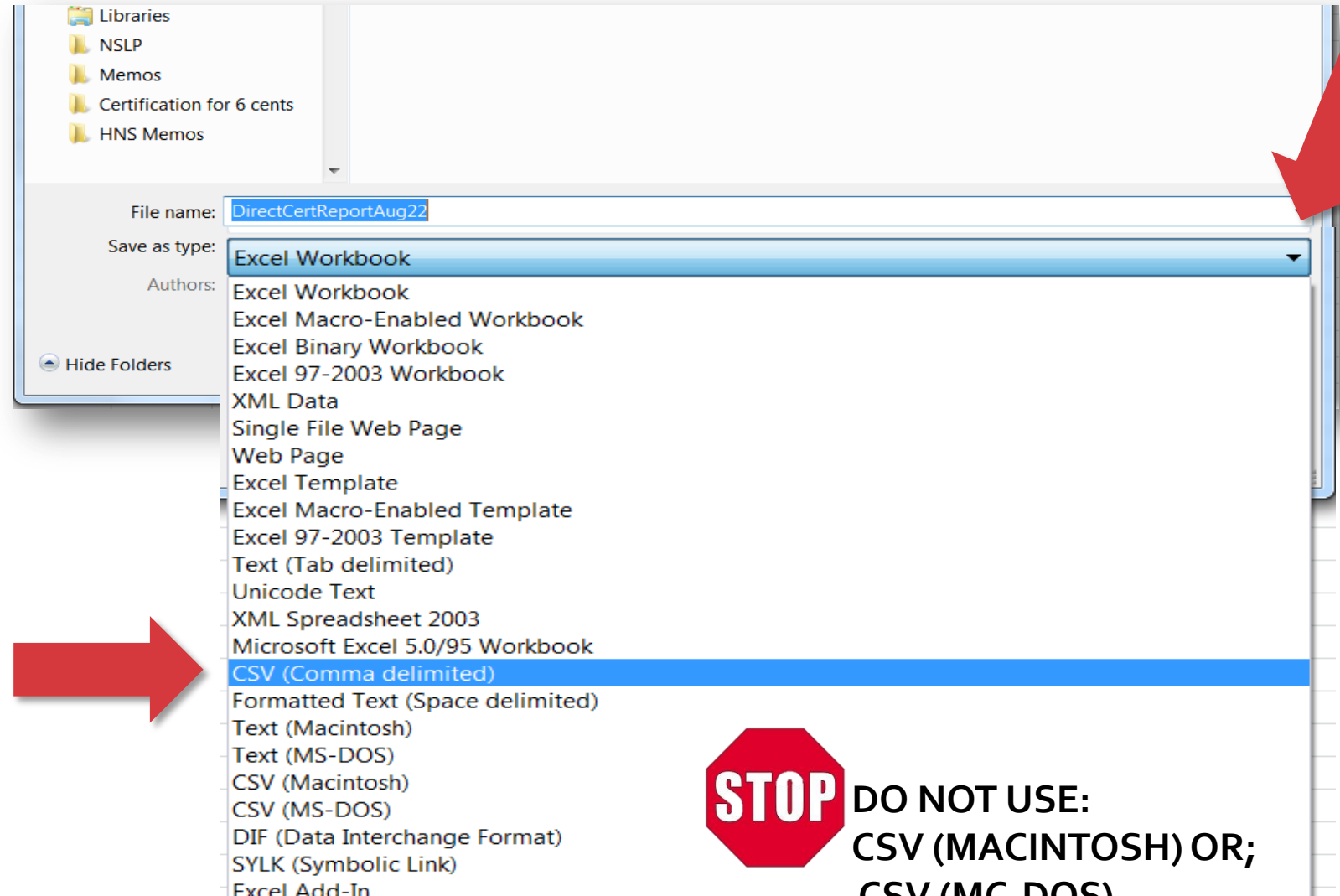
Creating a File Using SSN

6. In the field "File Name", name file. *As best practice, user may wish to include date in file name.*



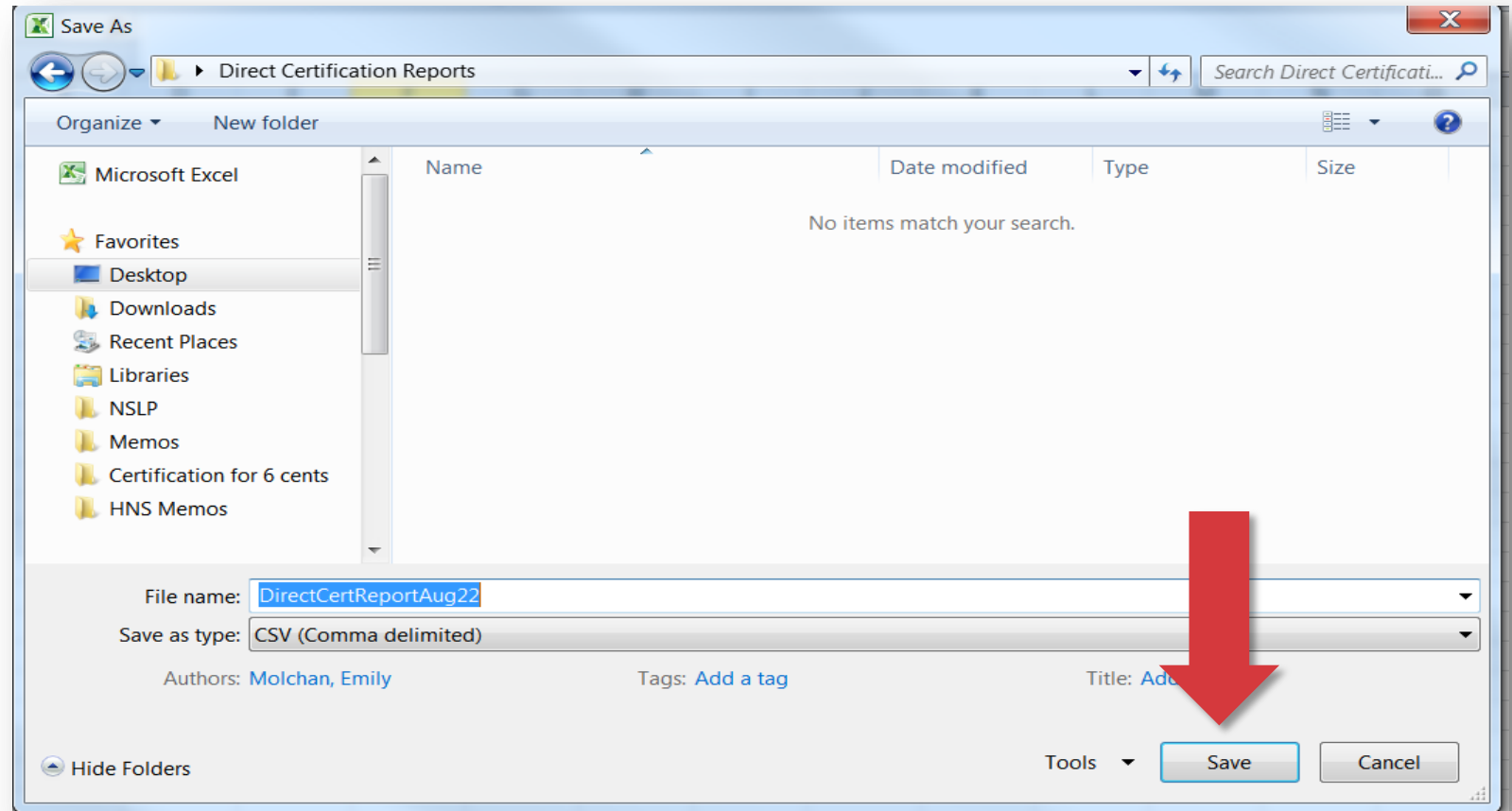
Creating a File Using SSN

7. In the field "Save as type", use the drop down to select CSV (Comma delimited).



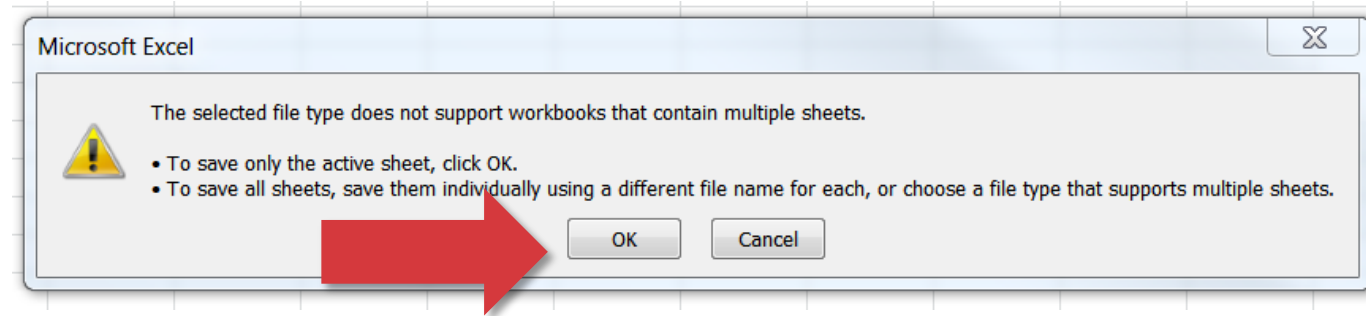
Creating a File Using SSN

8. Click "Save"

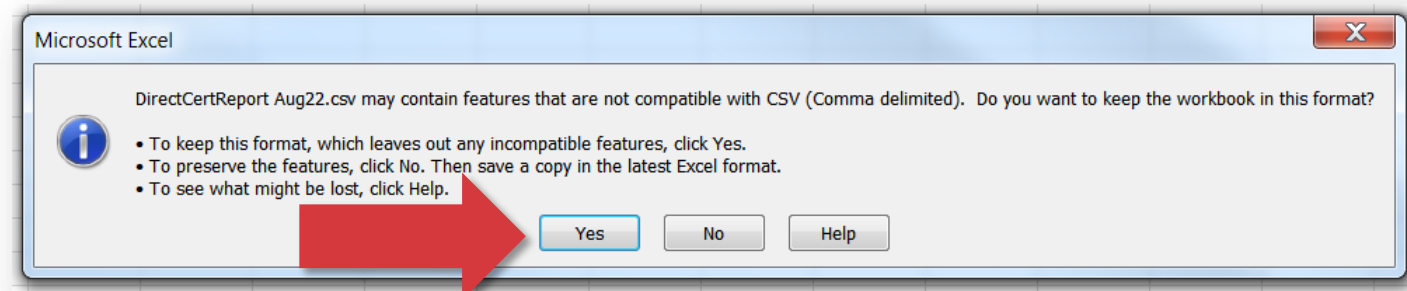


Creating a File Using SSN


Depending on which version of excel being used, the following windows may pop up after clicking "Save". Click "OK" to confirm saving the file.



Click "Yes" to confirm saving the file.




Comprehension Check

Can you save the file for uploading by clicking the save icon  ?

- A. Yes. As long as you know where you save the excel file, it can be uploaded.
- B. Yes. That icon automatically saves the file in the format needed for the search.
- C. No. You have to click Save As and choose a .csv file before you save it.
- D. No. That icon doesn't save the file anywhere on your computer.



Comprehension Check

Can you save the file for uploading by clicking the save icon  ?

- A. Yes. As long as you know where you save the excel file, it can be uploaded.
- B. Yes. That icon automatically saves the file in the format needed for the search.
- C. No. You have to click Save As and choose a .csv file before you save it.**
- D. No. That icon doesn't save the file anywhere on your computer.

The icon shown will save the file as an excel file (.xls). In order to do a file upload, the file must be a .csv format, so you need to use the Save As feature to change the file format. Refer to slides 14-17 for instructions on how to do this.



Log into CNP Direct Certification

Log into CNP Direct Certification

9. Go to the ADE health and Nutrition Webpage:
<http://www.azed.gov/health-nutrition/>



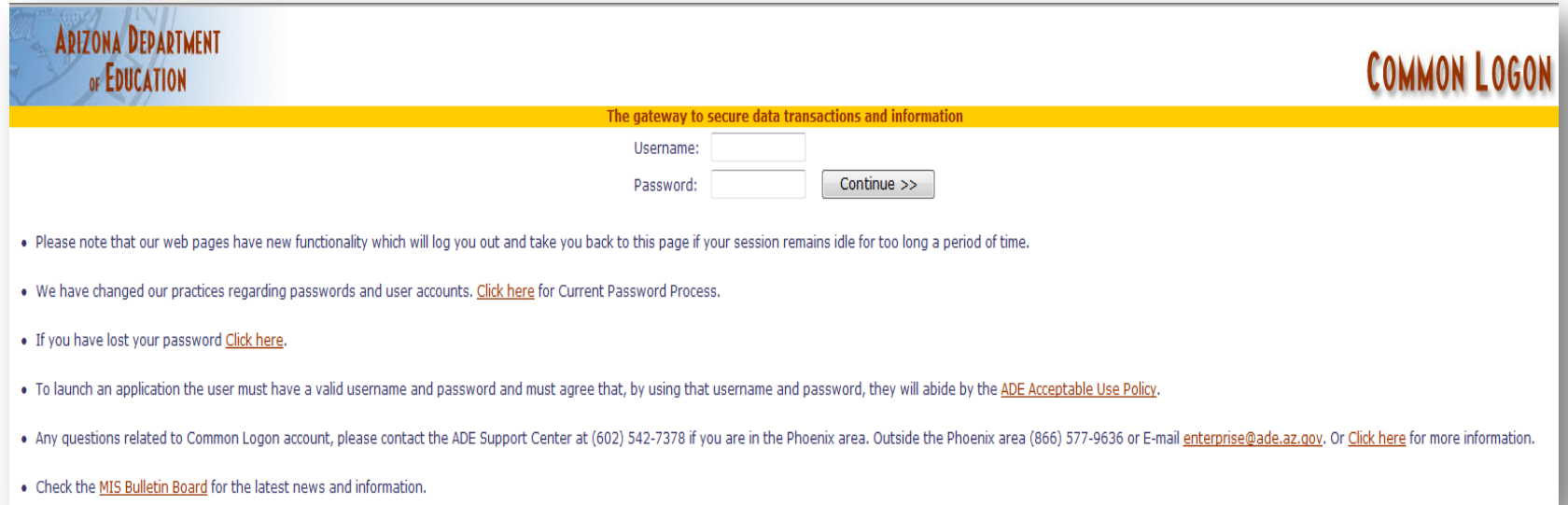
Log into CNP Direct Certification

10. Locate "Common Logon" on the upper right of the webpage. Click on the Common Logon link.



Log into CNP Direct Certification

A new webpage will load. It should look like this screen.



The screenshot shows the 'COMMON LOGON' page for the Arizona Department of Education. At the top left is the 'ARIZONA DEPARTMENT OF EDUCATION' logo. At the top right is the text 'COMMON LOGON'. Below the logo is a yellow banner with the text 'The gateway to secure data transactions and information'. Underneath the banner are input fields for 'Username:' and 'Password:', followed by a 'Continue >>' button. Below the login fields is a list of bullet points providing additional information and links.

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.



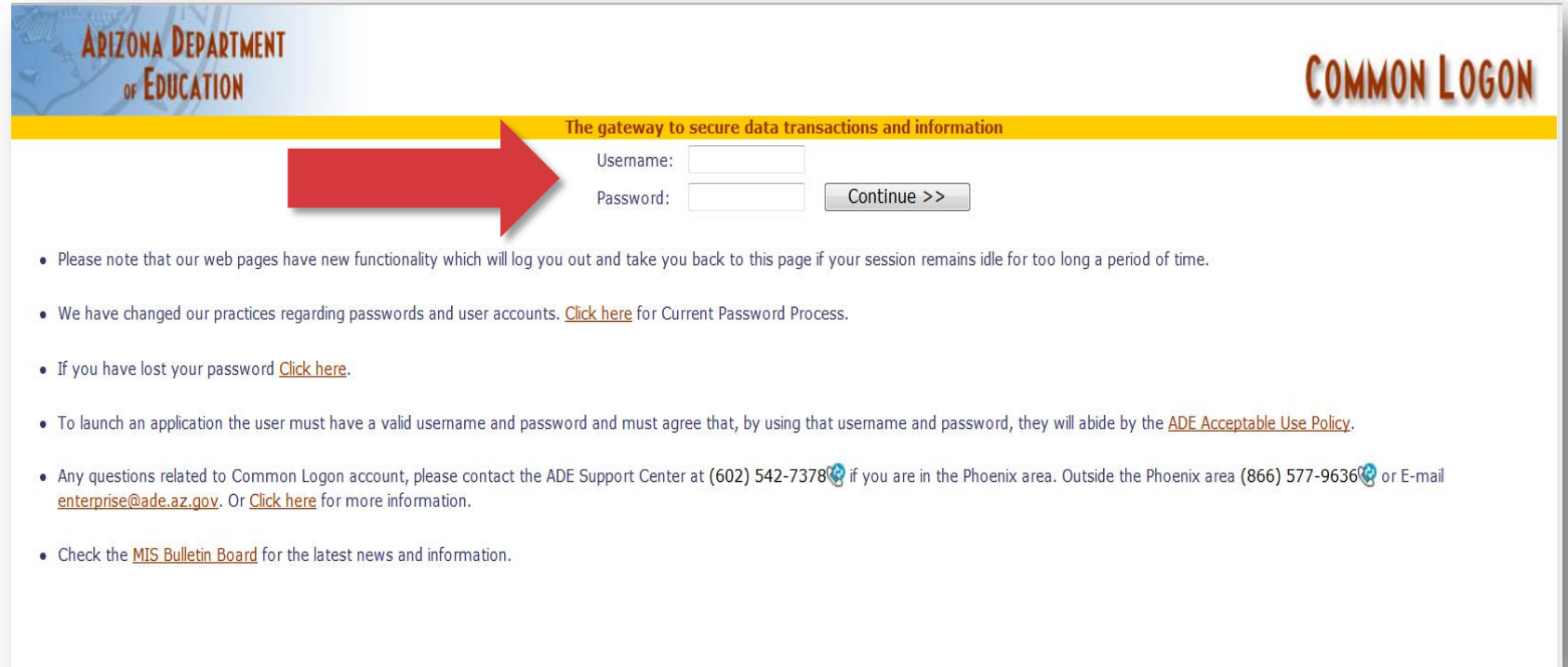
You must have a user name and password in order to access Common Logon.

At <http://www.azed.gov/health-nutrition/nslp/program-forms/>

1. Read the Online Training Manual
2. Complete the Requesting Common Logon Permissions for NSLP/Direct Certification, requesting Direct Certification permissions, and send to ADE.
3. Receive Common logon username and password in 7-10 days

Log into CNP Direct Certification

11. Enter your Username and Password.



ARIZONA DEPARTMENT
of EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Username:

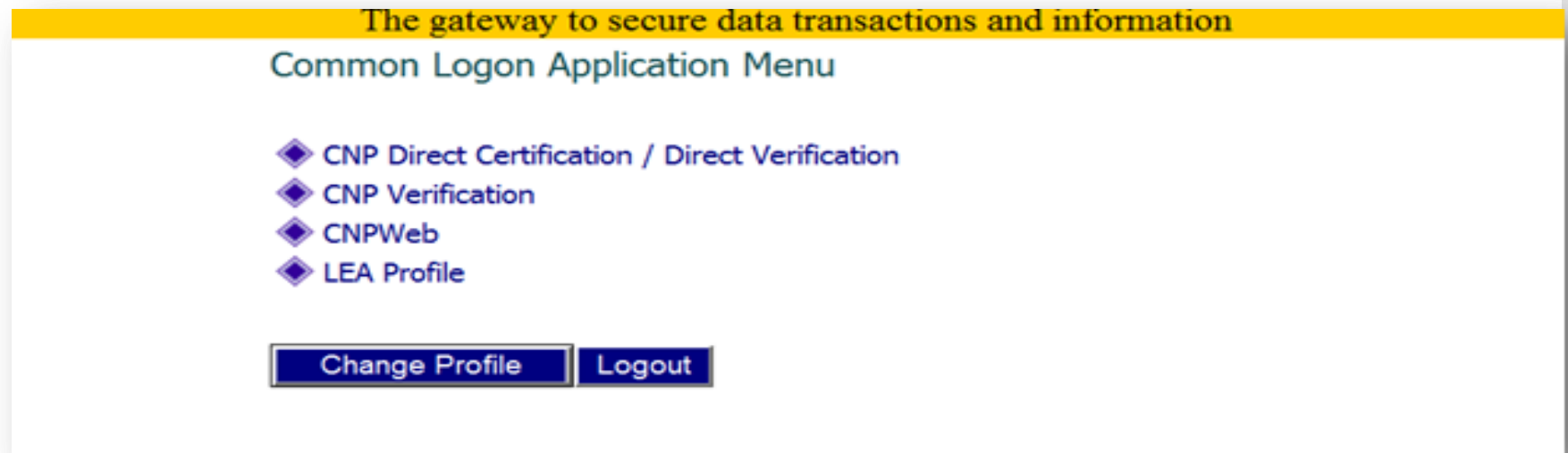
Password:

Continue >>

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 or if you are in the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.

Log into CNP Direct Certification

Once logging in, your webpage will show all Common Logon Applications you have access to.



You must have access CNP Direct Certification/Direct Verification.
This is an additional option on the Common Logon Permissions form.

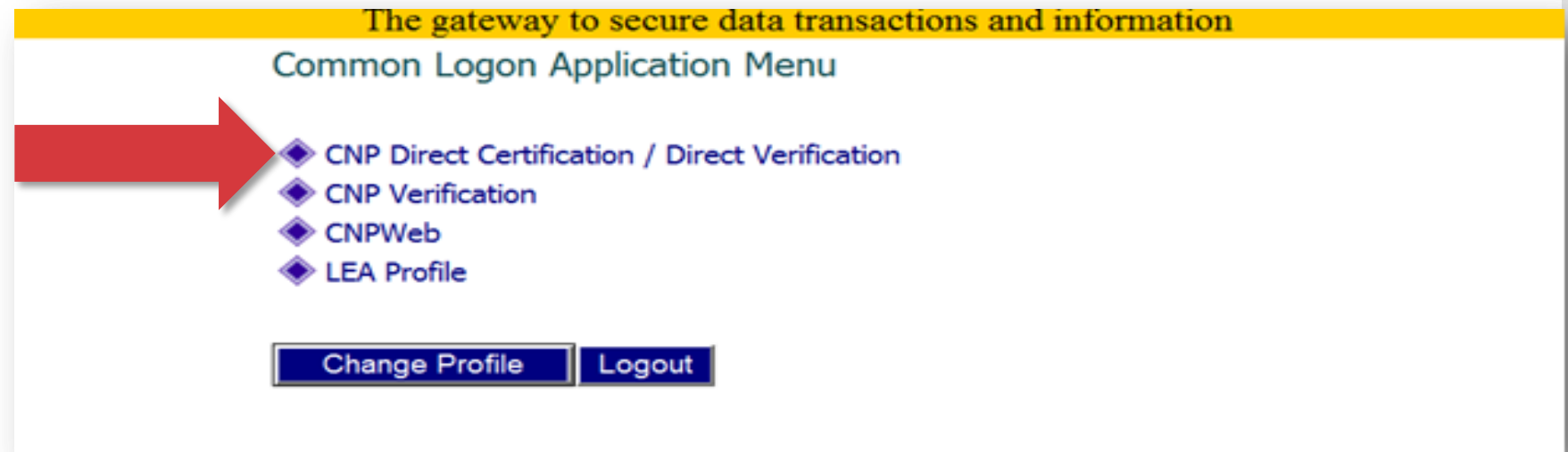
****If you already have a user name and password, but do not see the CNP Direct Certification/ Direct Verification option:***

At <http://www.azed.gov/health-nutrition/nslp/program-forms/>

1. Complete the Requesting Common Logon Permissions for NSLP/Direct Certification to ADD the Direct Certification permission. Send to ADE.
2. Receive CNP Direct Certification/ Direct Verification access in 7-10 days.

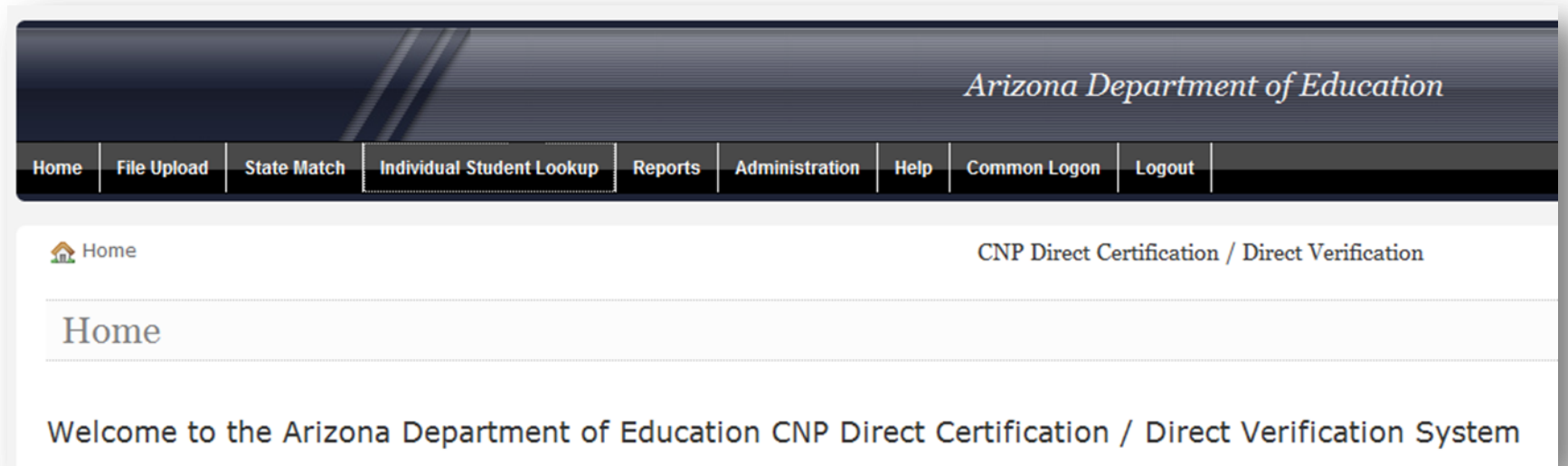
Log into CNP Direct Certification

12. Click on CNP Direct Certification/Direct Verification



Log into CNP Direct Certification

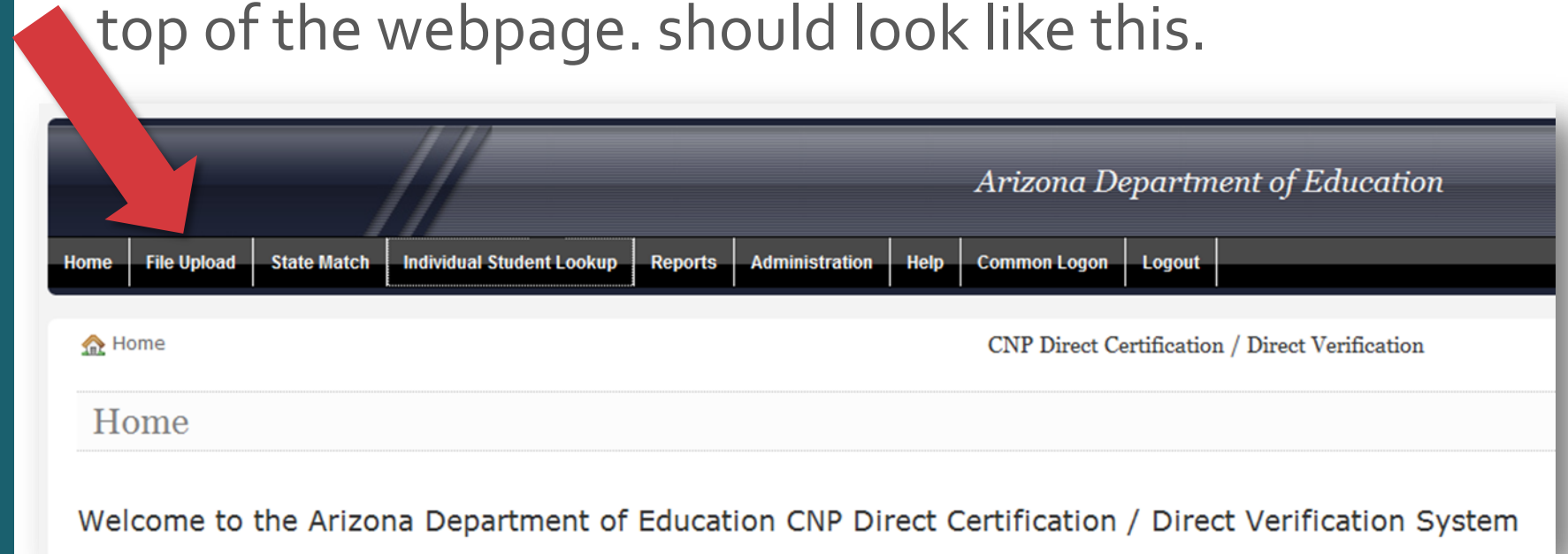
A new screen will load. It should look like this.



Uploading the Excel Spreadsheet

Uploading the Excel Spreadsheet

13. Click on the option in "File Upload" found at the top of the webpage. should look like this.



Uploading the Excel Spreadsheet

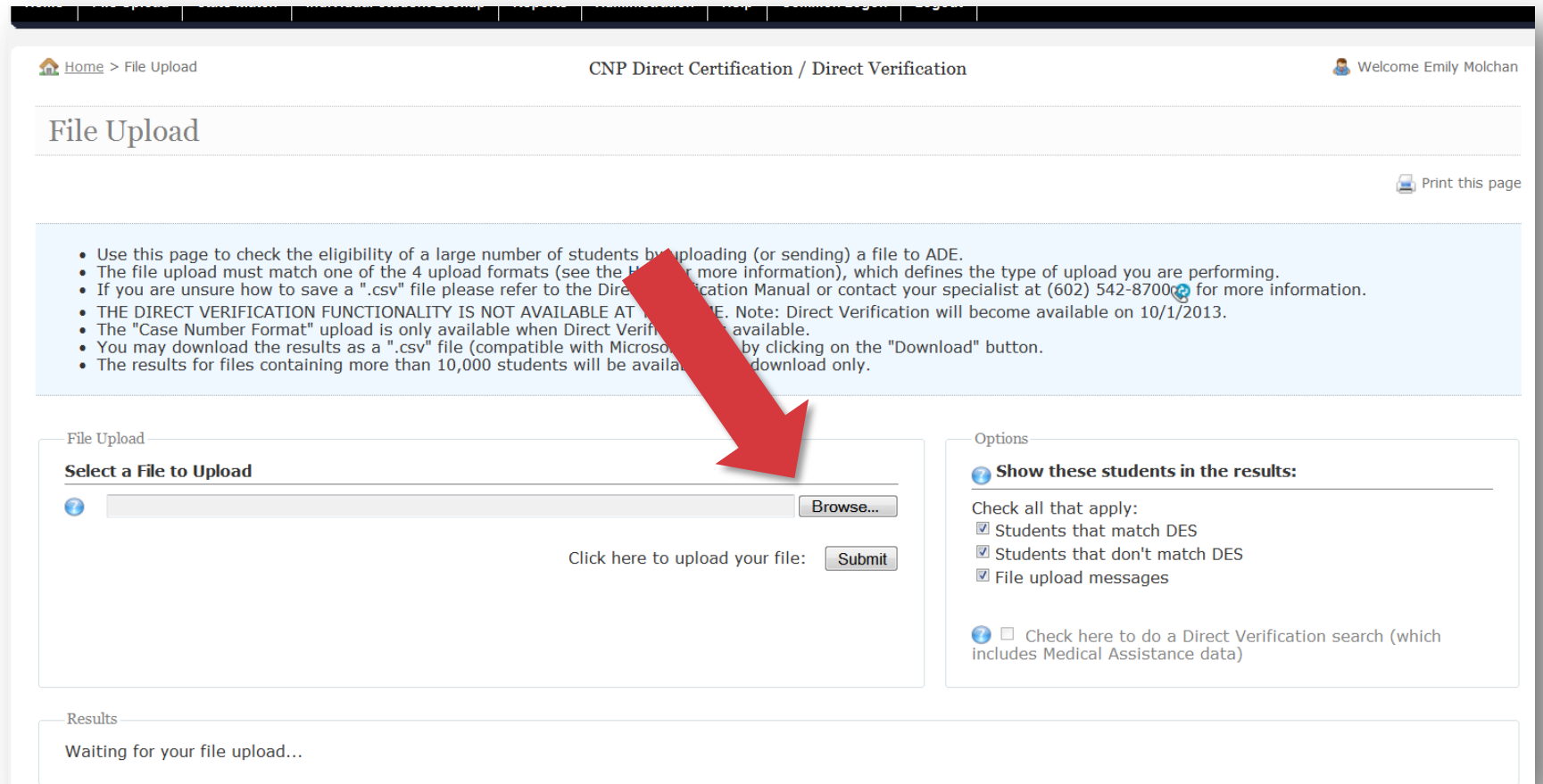
Once you have selected "File Upload", the webpage should look like this:

The screenshot shows a web browser window with the following elements:

- Header:** Navigation links for Home, File Upload, and Direct Verification. A user greeting 'Welcome Emily Molchan' is on the right.
- Section Header:** 'File Upload' with a 'Print this page' link.
- Instructions:** A list of bullet points explaining the upload process, supported file formats (CSV), and the availability of Direct Verification.
- File Upload Section:** Includes a 'Select a File to Upload' area with a file input field and a 'Browse...' button. Below it is a 'Submit' button and a link to 'Click here to upload your file:'.
- Options Section:** Titled 'Options', it includes a section 'Show these students in the results:' with three checked checkboxes: 'Students that match DES', 'Students that don't match DES', and 'File upload messages'. There is also an unchecked checkbox for 'Check here to do a Direct Verification search (which includes Medical Assistance data)'.
- Results Section:** A box labeled 'Results' containing the text 'Waiting for your file upload...'.

Uploading the Excel Spreadsheet

14. Click on the "Browse" button to upload the excel file created above.



Home > File Upload

CNP Direct Certification / Direct Verification

Welcome Emily Molchan


File Upload

[Print this page](#)

- Use this page to check the eligibility of a large number of students by uploading (or sending) a file to ADE.
- The file upload must match one of the 4 upload formats (see the Help for more information), which defines the type of upload you are performing.
- If you are unsure how to save a ".csv" file please refer to the Direct Certification Manual or contact your specialist at (602) 542-8700 for more information.
- THE DIRECT VERIFICATION FUNCTIONALITY IS NOT AVAILABLE AT THIS TIME. Note: Direct Verification will become available on 10/1/2013.
- The "Case Number Format" upload is only available when Direct Verification is not available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.
- The results for files containing more than 10,000 students will be available for download only.

File Upload

Select a File to Upload

 [Browse...](#)

Click here to upload your file: [Submit](#)

Options

Show these students in the results:

Check all that apply:

- ☒ Students that match DES
- ☒ Students that don't match DES
- ☒ File upload messages

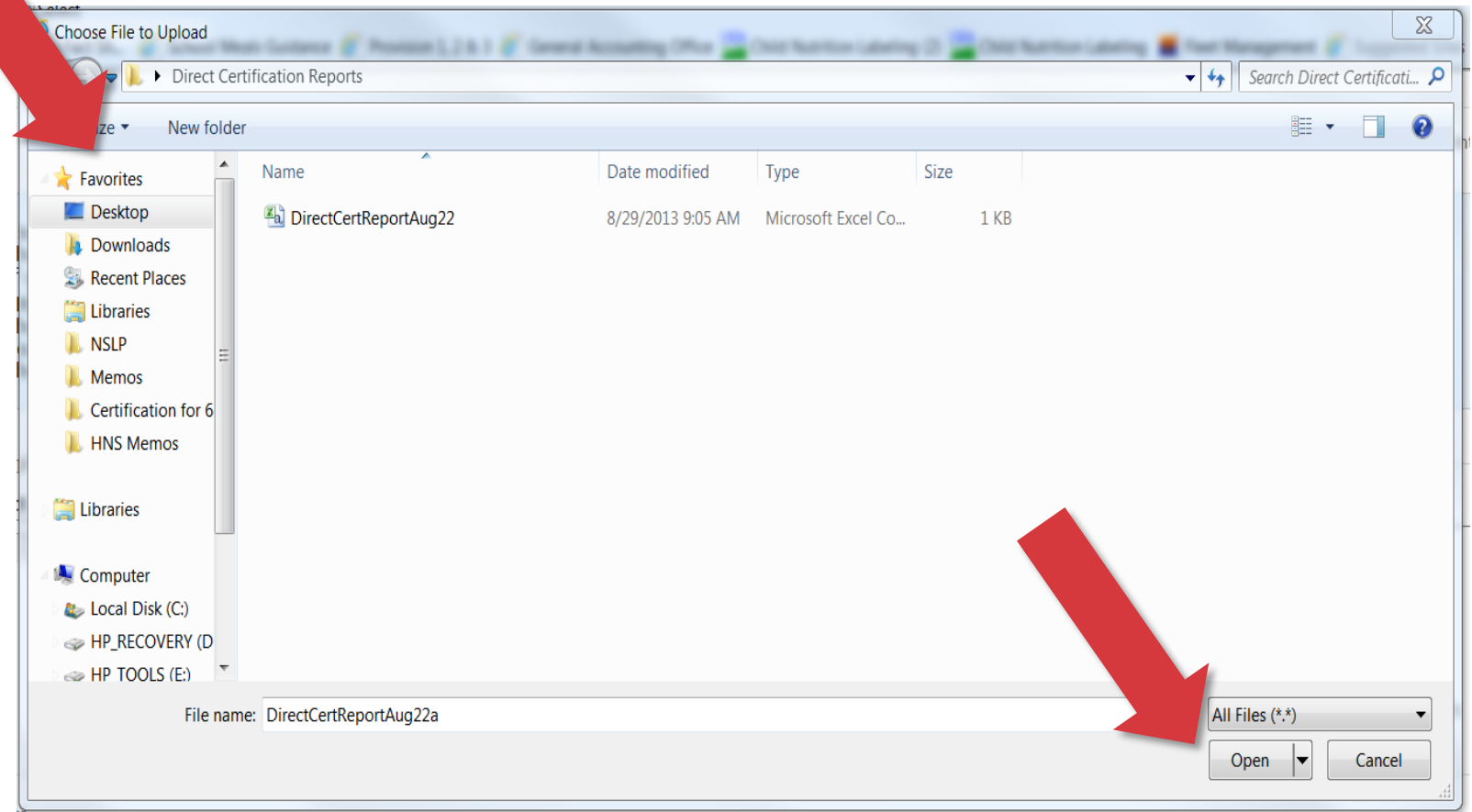
☐ Check here to do a Direct Verification search (which includes Medical Assistance data)

Results

Waiting for your file upload...

Uploading the File

15. By clicking "Browse" a window will come up that looks like this. Find where you saved the excel file. Click "Open".



Uploading the Excel Spreadsheet

The field below should be filled with the file.

Home > File Upload

CNP Direct Certification / Direct Verification

Welcome Emily Molchan



File Upload


Print this page

- Use this page to check the eligibility of a large number of students by uploading (or sending) a file to ADE.
- The file upload must match one of the 4 upload formats (see the [Help](#) for more information), which defines the type of upload you are performing.
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- THE DIRECT VERIFICATION FUNCTIONALITY IS NOT AVAILABLE AT THIS TIME. Note: Direct Verification will become available on 10/1/2013.
- The "Case Number Format" upload is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.
- The results for files containing more than 10,000 students will be available as a download only.


File Upload

Select a File to Upload

 C:\Users\emolcha\Desktop\Direct Certification Reports\DirectCertReportAug22.csv 


Click here to upload your file: 

Options

 Show these students in the results:

Check all that apply:

- ☒ Students that match DES
- ☒ Students that don't match DES
- ☒ File upload messages

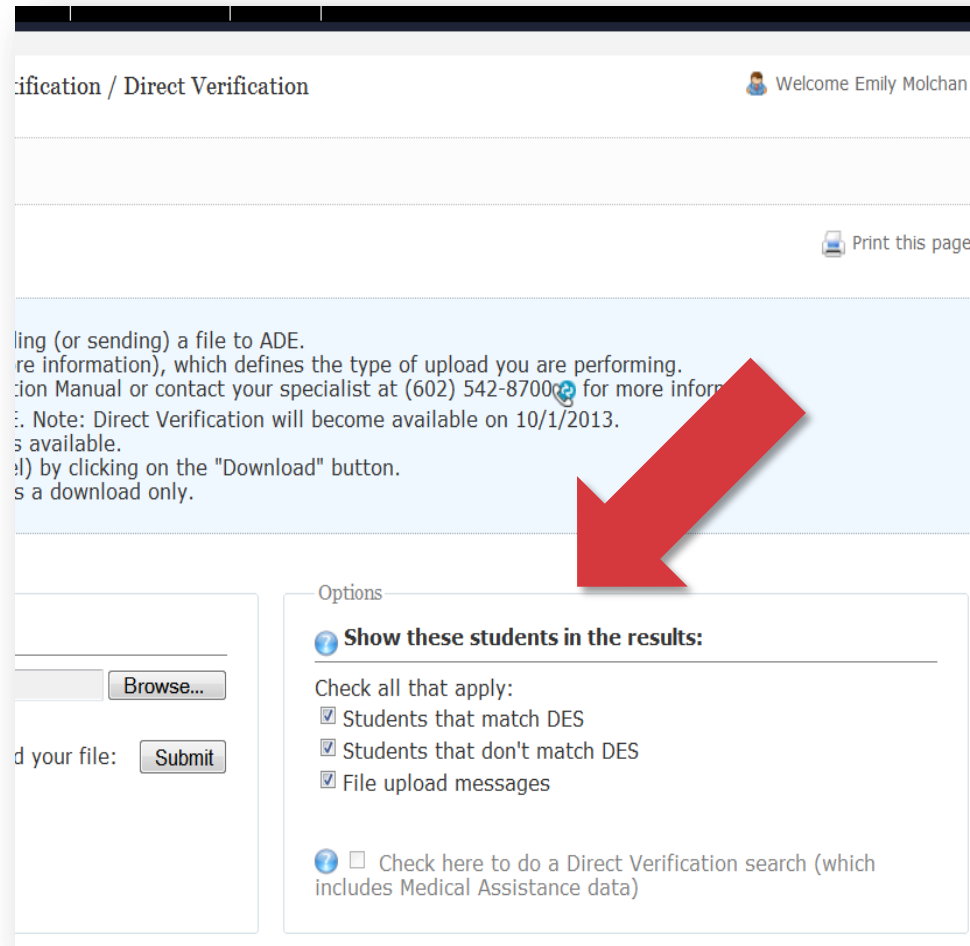
 ☐ Check here to do a Direct Verification search (which includes Medical Assistance data)



The file **MUST** be a CSV file. Check the end of your file name in the field. It must have a ".csv".
If it is a ".xls", the report will not run.

Uploading the Excel Spreadsheet

16. Choose how you want to view your results.



The screenshot shows a web interface for "Direct Verification". At the top, it says "Welcome Emily Molchan". Below this is a section for uploading a file, with a "Browse..." button and a "Submit" button. To the right of the upload section is an "Options" box. A large red arrow points from the "Options" box towards the right. The "Options" box contains the following text:

Options

Show these students in the results:

Check all that apply:

- ☒ Students that match DES
- ☒ Students that don't match DES
- ☒ File upload messages

☐ Check here to do a Direct Verification search (which includes Medical Assistance data)

- By choosing only "Students that match DES" the report will show matches.
- By choosing only "Students that don't match DES" the report will show no matches.
- By choosing both boxes, the report will provide matches and no-matches.
- By choosing "File upload messages", the report will provide error messages associated with upload.

You may choose all three boxes.



Do not select the "Check here to do a Direct Verification search" when running a Direct Certification report. This option is ONLY to be use during Verification activities.

Uploading the Excel Spreadsheet

17. Click "Submit" to run the report.

Home > File Upload

CNP Direct Certification / Direct Verification

Welcome Emily Molchan

File Upload

Print this page

- Use this page to check the eligibility of a large number of students by uploading (or sending) a file to ADE.
- The file upload must match one of the 4 upload formats (see the [Help](#) for more information), which defines the type of upload you are performing.
- If you are unsure how to save a ".csv" file please refer to the Direct Certification Manual or contact your specialist at (602) 542-8700 for more information.
- THE DIRECT VERIFICATION FUNCTIONALITY IS NOT AVAILABLE AT THIS TIME. Note: Direct Verification will become available on 10/1/2013.
- The "Case Number Format" upload is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.
- The results for files containing more than 10,000 students will be available as a download only.

File Upload

Select a File to Upload

C:\Users\emolcha\Desktop\Direct Certification Reports\DirectCertReportAug22.csv Browse...

Click here to upload your file:

Options

Show these students in the results:

Check all that apply:

- ☒ Students that match DES
- ☒ Students that don't match DES
- ☒ File upload messages

☐ Check here to do a Direct Verification search (which includes Medical Assistance data)

Results

Waiting for your file upload...

Results of CNP Direct Certification

Changes to Results of CNP Direct Certification view effective May 2014

- ADE's CNP Direct Certification/Direct Verification system has been updated. Specifically, the match results now include additional data columns with program participation information. These new columns have been added to ensure LEAs can accurately report student eligibility information when it is required for the CNP Verification Summary Report. The new columns are SNAP, TANF, MA, and Foster. The DES Results column (Match or No Match) is still displayed. **LEAs must continue to utilize the DES Results column to determine if a student is Directly Certified.** Please note, students participating in more than one program will only be counted once in the total "Matches Found" section of the Results box. Please visit our website www.azed.gov/health-nutrition/nslp/programguidance/ to view Step-by-step Instruction for using the CNP Direct Certification system.

File Upload Results

Your results page will look like this for the SSN format:

Results

Processed as:	SSN	
Prepared by:	Mia Calamia	Date Prepared: 5/28/2014 8:47 AM
Direct Verification:	No	Displaying: Matches , Non-Matches
Records Processed:	3	Validation Errors Found: 0
Matches Found:	0	Non-Matches Found: 3
SNAP Matches:	0	MA Matches: 0
TANF Matches:	0	Foster Matches: 0

Click here to download your results: 

Record Number ^	SSN	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	111551235			01/01/1900	No Match						
2	538145890			01/01/1900	No Match						
3	531286816			01/01/1900	No Match						



Do NOT close the window. Go to the next slide for two options to save the report.

File Upload Results

You must keep this report for your records.

#1. Print report directly from webpage, **OR**

#2. Download the report to save on your computer to access at any time.

Results

Processed as:	SSN		
Prepared by:	Mia Calamia	Date Prepared:	5/28/2014 8:47 AM
Direct Verification:	No	Displaying:	Matches , Non-Matches
Records Processed:	3	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	3
SNAP Matches:	0	MA Matches:	0
TANF Matches:	0	Foster Matches:	0

Click here to download your results:



Record Number ^	SSN	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	111551235			01/01/1900	No Match						
2	538145890			01/01/1900	No Match						
3	531286816			01/01/1900	No Match						



The CNPWeb Direct Certification application does NOT save your full report. The webpage only records a report has been run. Once user closes out of window, user must re-upload the file to get the results.


Report Results FAQ

Q1. Do I need to download my results or can I just print the webpage?

*Whichever method works better for the user. Upon request, the SFA must provide a copy of the original report and the date it was collected. **Please note: when downloaded, the top summary bar (including date report was run) is not included. ADE recommends noting the date within the file.***

Results

Processed as:	SAIS ID		
Prepared by:	Mia Calamia	Date Prepared:	5/28/2014 8:45 AM
Direct Verification:	No	Displaying:	Matches , Non-Matches
Records Processed:	4	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	4
SNAP Matches:	0	MA Matches:	0
TANF Matches:	0	Foster Matches:	0

[Click here to download your results:](#) 

Record Number	SAIS ID	School Student ID	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	1231231				01/01/1900	No Match						
2	9878944				01/01/1900	No Match						
3	5254782				01/01/1900	No Match						
4	23659984				01/01/1900	No Match						

Click here to download your results: 

Comprehension Check

True or False: Once you see the results, you are done with Direct Certification.

- A. True.
- B. False. You have to email ADE to let them know you did Direct Certification. Once you do that, you are done.
- C. False. You must save or print your report and keep them on file. Once you have saved and/or printed the results, you are done conducting Direct Certification



Comprehension Check

True or False: Once you see the results on the screen, you are done with Direct Certification.

- A. True.
- B. False. You have to email ADE to let them know you did Direct Certification. Once you do that, you are done.
- C. False. You must save or print your report and keep them on file. Once you have saved and/or printed the results, you are done conducting Direct Certification.**

All LEAs must keep these results on file. They can be saved electronically, printed out, or you can do both. The key is that you must be able to access the results at any time.



Report Results FAQ

Q2. Would ADE accept my Direct Certification report if I copied the results of “Match and No Match” information onto an excel spreadsheet?

ADE will ask to see the original report created from the search. The SFA must keep the original search results format from the webpage or downloaded results. As long as the SFA has at least one copy in its original form, the SFA can copy the results into their own format.

Report Results FAQ

Q3. On my results page, is it ok if the column “Decision Date” is blank?

Yes, it is ok if the column Decision Date is blank on the results report.

Results												
Processed as:		SAIS ID										
Prepared by:		Mia Calamia		Date Prepared:		5/29/2014 9:25 AM						
Direct Verification:		No		Displaying:		Matches , Non-Matches						
Records Processed:		7		Validation Errors Found:		0						
Matches Found:		0		Non-Matches Found:		7						
SNAP Matches:		0		MA Matches:		0						
TANF Matches:		0		Foster Matches:		0						
Record Number ^	SAIS ID	School Student ID	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	12345678	1238536	Anthony	Burch	01/01/1900	No Match						
2	12345678	12386	Anthony	Burch	01/01/1900	No Match						
3	12345678	12386548536	Anthony	Burch	01/01/1900	No Match						
4	12345678	1238536	Anthony	Burch	01/01/1900	No Match						
5	12345678	1238551	Anthony	Burch	01/01/1900	No Match						
6	21345789	1238536	Anthony	Burch	01/01/1900	No Match						
7	65854566	1238536	Anthony	Burch	01/01/1900	No Match						




Report Results FAQ

Q4. On my results page, if there is a “Decision Date” next to the student, does their FREE meal benefits start at that date?

No, the student is directly certified and begins receiving free meal benefits the date the report was run and the first time they are “Matched” within the program year.

Results

Processed as:	SAIS ID	
Prepared by:	Mia Calamia	Date Prepared: 5/28/2014 8:35 AM
Direct Verification:	No	Displaying: Matches , Non-Matches
Records Processed:	72	Validation Errors Found: 0
Matches Found:	0	Non-Matches Found: 72
SNAP Matches:	0	MA Matches: 0
TANF Matches:	0	Foster Matches: 0

Click here to download your results: 

Record Number ^	SAIS ID	School Student ID	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	1235268	0023526231	Anthony	Roberts	11/10/1996	11/15/00	12/15/2013					


Upload Errors

Upload Error Messages

Invalid File Format value detected

Results

File Upload Processed as:	Invalid File Format value detected		
Prepared by:	Emily Molchan	Date Prepared:	8/30/2013 8:13 AM
Direct Verification:	No	Displaying:	Matches, Non-Matches, Messages
Records Processed:	0	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	0

Click here to download your results: 

Status

File Upload Status

- Uploading your file...
- Your file was uploaded successfully.
- The file name is: Book1.csv.
- The file size is: 60 bytes.
- The file took 00:00:00.007 (hours : minutes : seconds.tenths of a second) to upload.

File Processing Status

- Processing your file...
- Your file has been processed.
- The file took 00:00:00.000 (hours : minutes : seconds.tenths of a second) to process.
- One or more errors were encountered while processing your file. Any error information is displayed above.

If you receive this error:

- Ensure the file you have uploaded has the word "SSN" is typed in the first row, first column (cell A1)

Technical Assistance

If you have any questions on the eligibility when certifying children with Direct Certification, use:

The Eligibility Manual for School Meals found at:

<http://www.azed.gov/health-nutrition/nslp/manuals/>

***For other Direct Certification upload methods,
refer back to the ADE webpage***

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